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## Chapter 3 - Appeal

### Appeal

#### [Appellant Designation](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Appellant Designation**

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

"The following attorney/party associations do not exist for this case.

Please check which associations should be created for this case."

Place a check mark in the box to establish the association.

Click **Next**.

Click **Next**.

Associate the pdf file of the **Appellant Designation** click **Next**.

Select the appropriate event (s) to which your event relates:

The following message will display:

Appellee Designation due date: MM/DD/YYYY

Click **Next**.

The following schedule records will be associated with the docket entries specified below.

Select from the following docket entries those which the above schedule records should be associated with.

**Ensure** the correct one is selected.  
Click **Next**.

Edit the docket text if necessary.  
**Review final docket text.**  
Click **Next**.

[Appellee Designation](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.  
Enter **Case Number**  
Click **Next**.  
Select **Appellee Designation**  
Click **Next**.  
**Select** the Party.  
Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Appellee Designation** click **Next**.

Select the appropriate event (s) to which your event relates:

Click **Next**.

Review final docket text.

Click **Next**.

#### Certification of Direct Appeal by Court

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Certification of Direct Appeal by Court**

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Certification of Direct Appeal by Court**.

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the category to which your event relates.

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

#### [Certification of Direct Appeal to Court of Appeals](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Certification of Direct Appeal to Court of Appeals**

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Certification of Direct Appeal to Court of Appeals**.

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the category to which your event relates.

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

### [Cross Appeal](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Cross Appeal**.

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Cross Appeal**.

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Respond to the following question

Is this a BAP appeal? Please enter y or n.

Click **Next**.

The following deadlines will display with due dates:

Cross Appellant Designation due date: MM/DD/YYYY

Transmission to District Court due date: MM/DD/YYYY

Fee \$255.00

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

#### Objection to Referral To BAP

lick the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Objection to Referral to BAP**

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Objection to Referral to BAP/**

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

Review final docket text.

Click **Next**.

### [Pay Direct Appeal Fee After Authorization](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Pay Direct Appeal Fee After Authorization**

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Pay Direct Appeal Fee After Authorization**

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

### [Statement of Election on Appeal](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Statement of Election on Appeal** (or if combined with a Notice of Appeal, select Notice of Appeal and Statement of Election)

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*

*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Statement of Election on Appeal**.

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

[Statement of Issues on Appeal](#)

Click the **Bankruptcy** or **Adversary** hyperlink on the CM/ECF Main Menu.

Click **Appeal** hyperlink.

Enter **Case Number**

Click **Next**.

Select **Statement of Issues on Appeal**.

Click **Next**.

**Select** the Party.

Click **Next**.

**Note:** If this is your first time docketing on a case the following message will display:

*"The following attorney/party associations do not exist for this case.*



*Please check which associations should be created for this case."*

*Place a check mark in the box to establish the association.*

Click **Next**.

Click **Next**.

Associate the pdf file of the **Statement of Issues on Appeal**

Click **Next**.

Place a check mark in the box " **Refer to Existing Event**"

Click **Next**.

Select the appropriate event (s) to which your event relates: click **Next**.

Click **Next**.

Edit the docket text if necessary.

**Review final docket text.**

Click **Next**.

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